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The 2nd edition of the Training Evaluation Pocketbook explains - succinctly, visually and with abundant informative examples - how to measure training results. In order to 'demystify' the process of evaluating training events, the pocketbook identifies nine possible outcomes to measure: reaction to training, satisfaction with the way training was organised, knowledge acquisition, skills improvement, attitude shift, behaviour change, organisational results, return on investment and psychological capital. The book's authors are Paul Donovan and John Townsend who have also jointly written three other titles in the Pocketbook Series, namely: Facilitator's, Training Needs Analysis and Transfer of Learning.

The second edition of the book contains over 170 questions and includes new questions that became popular since the first edition of the book was published. Topics: Mathematics, calculus, differential equations? Covariance and correlation matrices. Linear algebra? Financial instruments: options, bonds, swaps, forwards, futures? C++, algorithms, data structures? Monte Carlo simulations. Numerical methods? Probability. Stochastic calculus? Brainteasers

The use of quantitative methods and programming skills in all areas of finance, from trading to risk management, has grown tremendously in recent years, and accelerated through the financial crisis and with the advent of the big data era. A core body of knowledge is required for successfully interviewing for a quant type position. The challenge lies in the fact that this knowledge encompasses finance, programming (in particular C++ programming), and several areas of mathematics (probability and stochastic calculus, numerical methods, linear

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algebra, and advanced calculus). Moreover, brainteasers are often asked to probe the ingenuity of candidates. This book contains over 150 questions covering this core body of knowledge. These questions are frequently and currently asked on interviews for quantitative positions, and cover a vast spectrum, from C++ and data structures, to finance, brainteasers, and stochastic calculus. The answers to all of these questions are included in the book. These answers are written in the same very practical vein that was used to select the questions: they are complete, but straight to the point, as they would be given in an interview.

The Appraisals Pocketbook adopts a strongly practical approach in explaining how to set up and run an appraisal system. Using a helpful 5-stage model, the book shows how to identify the job objective and key result areas, how to set clear achievable goals, and how to structure and conduct the performance discussion. The 2nd edition of this popular title has been brought up-to-date by the author and there are new illustrations throughout. Reviewing the Appraisals Pocketbook, Management Today concluded: 'This little book provides a lot of help. It challenges managers to ask themselves whether they understand what an appraisal is for, and what questions they should be asking'.

Have you ever... - Wanted to work at an exciting futuristic company? - Struggled with an interview problem that could have been solved in 15 minutes? - Wished you could study real-world computing problems? If so, you need to read Elements of Programming Interviews (EPI). EPI is your comprehensive guide to interviewing for software development roles. The core of EPI is a collection of over 250 problems with detailed solutions. The problems are

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representative of interview questions asked at leading software companies. The problems are illustrated with 200 figures, 300 tested programs, and 150 additional variants. The book begins with a summary of the nontechnical aspects of interviewing, such as strategies for a great interview, common mistakes, perspectives from the other side of the table, tips on negotiating the best offer, and a guide to the best ways to use EPI. We also provide a summary of data structures, algorithms, and problem solving patterns. Coding problems are presented through a series of chapters on basic and advanced data structures, searching, sorting, algorithm design principles, and concurrency. Each chapter starts with a brief introduction, a case study, top tips, and a review of the most important library methods. This is followed by a broad and thought-provoking set of problems. A practical, fun approach to computer science fundamentals, as seen through the lens of common programming interview questions. Jeff Atwood/Co-founder, Stack Overflow and Discourse

Coaching is aimed at improving performance at work. This is done by turning the activities people do into learning situations, in a planned way and under guidance. The Coaching Pocketbook defines the coach's role and explains how coaching differs from the other 'helping skills' of advising, instructing, counselling and mentoring. There are four key stages to coaching, namely assessing current performance levels, setting outcomes for learning, agreeing tactics/initiating action, and giving feedback. The author explains each stage and then moves on to summarise the various skills required. Next, the opportunities for coaching and the potential pitfalls are highlighted. A checklist and a case study end the Pocketbook on a practical note. "Encapsulated my belief in the potential of people and showed me how to

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translate this into appropriate action" "For UK plc to win a global marketplace it is essential for managers and leaders to understand learning and to develop coaching skills. This pocketbook provides a very readable insight into understanding the challenge." "An amazing amount of ground has been covered in this little book - it unravels a complex subject in a very practical and easy to understand format."

The Interviewer's Pocketbook has had a major overhaul in this new third edition and now focuses exclusively on the recruitment interview. The opening chapters look in detail at the necessary skills for conducting an interview: questioning techniques, listening skills and interpretation of body language. Types of question are explored, with ways in which to use them, as well as questions to avoid asking, while a helpful example interview shows the techniques in action. Later chapters cover preparing for and conducting the interview, including looking at job descriptions and specifications, preparing evidence questions, and evaluation of candidates.

The Succeeding at Interviews Pocketbook will boost your confidence in preparing for and attending job selection interviews (internal and external) and assessment centres. It is suitable for anyone seeking a new post, from school leavers upwards. The foundation of successful interviews is thorough preparation. The author explains what research you should carry out and how to anticipate what those advertising the post are looking for. The importance of rehearsals and visualisation is also stressed. Deep breath...now for the interview! There is advice on how to enter the room, how to answer questions, what questions to ask and how to

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create a positive impression. Employers are increasingly relying on assessment centres to meet their recruitment needs. Such centres use a range of tools to test applicants' suitability, including psychometric tests, role play and group exercises. Each different type of test is described and there is advice on how to prepare for and successfully undertake them.

The Project Management Pocketbook is a practical, step-by-step guide to managing a project through to completion. It looks at each key stage and identifies the management techniques that can be applied. From objective-setting through to implementation, the book stresses the importance of good communication, teamworking and influencing skills. All too often, books on this subject cover the process of project management and not the people aspects. This Pocketbook addresses both. "Project management requires a multitude of skills - from vision and planning, to monitoring, communication, leadership and, of course, delivery. This pocketbook pulls together best practice from these diverse areas into one simple, easy-to-read booklet. Refreshingly, it has been written from a general business perspective (rather than I.T.), and is therefore applicable to anyone managing change." Adrian Guttridge, Vice President UK & Ireland, EDS "A lively guide based on real events that any of us may encounter in our everyday life at work or (as I found out after reading this) at home." Johann de Waal, Director, International SOS Insurance Services Ltd

By adopting accelerated learning principles you can teach in a way that maximises your students' chances of reaching their potential. This pocketbook offers practical strategies and techniques that get results. After outlining the background to accelerated learning, Brin Best

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explains how to prepare your students for learning and how to create the right learning environment. A chapter on teaching strategies covers questioning techniques and styles of teaching and learning, with suggested activities helpfully linked to each of the multiple intelligences first identified by Howard Gardner. A detailed self-evaluation framework allows you to review and develop practice. To quote one head of science, "some books have a good idea every few pages; this one has a few good ideas on every page".

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